

MINUTES OF THE ORDINARY MEETING | 18th JUNE 2025

Present: Cllrs J Hull (Chair), Cllr E Morfett, Cllr L Lewis, Cllr T Prosser and Cllr J Morris.

Others in attendance: Ward Councillor, C Taylor, Richard Mills (lengthsman) and Gill Rivers (minute taker)

25.23 Apologies for absence.

To receive apologies for absence. Apologies for absence had been received from the Clerk, Lisa Law, John Wade and Cllr Liz Morawiecka. It was noted that the Clerk would be on sick leave until the end of the month.

25.24 Declarations of interest and written requests for dispensation.

Members were invited to declare disclosable pecuniary interests (DPI) and any other registerable interests in items on the agenda. Requests for dispensation must be in writing to the Clerk as soon as possible before the meeting. **None declared.**

25.25 To approve the minutes of the Council: To confirm as a correct record and sign the minutes of the annual meeting held on the 7th May 2025 and the extraordinary meeting held on Friday 23rd May 2025.

Members considered the draft minutes of the meeting, and they were **approved** as a correct record and a copy was signed by the Chairman.

25.26 Ward Councillor Report. To receive a ward councillor report, if available.

Cllr Taylor briefed the Parish Council on a recent meeting she had attended where Herefordshire Council planning department had briefed councillors on the new plans for housing in the county to meet the Government's target of 27,260 new homes. It was noted that the planning department were not revising all previous plans and starting afresh, with a call for new sites. The Council would be asking parish councils if they had any suitable sites for development and to ask landowners if they would be interesting in

development with a new portal to upload and submit suitable sites. Planning Officers would be looking for good sites with sustainability. Cllr Hull commented that the only site to be identified in the parish would be the site at Kings Acre Halt, however, to date no formal request had been made to Breinton Parish Council. It was noted that Herefordshire Council would be primarily looking for sites to support the 10,000 houses to the west of Hereford. As Breinton had a poor infrastructure with very limited bus service it should remain a rural settlement.

Concern was also expressed that the large building companies in Hereford would build housing that they considered would be easy to sell with high profit margins and not building affordable housing.

Cllr Taylor added that she advised the planning department of Breinton's hydrology issues. They had advised that they were not looking for sites in Zone 3 flooding area.

Cllr Taylor advised that Teams meeting was being arranged to discuss drainage issues in Lower Breinton. Cllrs Hull and Morfett agreed to join this meeting with Cllr Taylor.

Cllr Hull advised that a draft letter regarding the proposed hydrology report had been circulated to parish councillors. It was proposed that this letter be shared with neighbouring parish councils to consider a combined hydrology report. Following a discussion, Cllr Taylor recommended that Breinton Parish Council should **hold** on circulating this letter at present. This was **agreed** by the meeting.

25.27 Planning applications to be determined by Herefordshire Council for members to consider:

1. P251265/FH The Green, Breinton Court, Breinton Court Access, Breinton. HR4 7PG. Proposed two storey extension and single storey rear extension. Landscape Officer had advised that it sits within the designated parkland of Wyecliffe House. There were no objections from the Parish Council based on feedback from the neighbours. **Noted.**

2. P252658/L Pigeon House Farm Breinton. Listed Building Consent.

3. P251546/FH Pigeon House Farm Breinton. Proposed variation of condition 1 of planning permission 153299 (Proposed garage conversion to provide occasional sleeping accommodation. Alterations to main barn. Erection of fence and onsite boundary and outbuilding) - to vary the design of the proposed outbuilding located at the north end of the site and to vary the design of the approved lean too greenhouse on the western elevation of the garage. **Noted.**

25.28 Internal Auditors Report To receive the Annual Internal Auditors Report and consider any actions. Members received and **noted** the Internal Auditors Report with no actions needed.

25.29 Annual Governance and Accountability Return AGAR 2024-25.

25.29.1 To receive and note the Annual Internal Audit Report. The Annual Internal Audit Report was received by the Parish Council. **Noted.**

25.29.2 To consider and approve Section 1 Annual Governance Statement 2024-25. Members must complete Section 1 by answering “Yes” or “No” to assertions 1-8 and answering “Yes”, “No” or “N/A” to assertion 9. Following approval the Annual Governance Statement will be signed by the Chairman and the Clerk. Parish Councillors completed the assertions in Section 1 and **approved** the Annual Governance Statement. The statement was signed by the Chairman and would return to the Clerk for signature.

25.29.3 To consider and approve Section 2 Accounting Statements 2024-25.

Following approval the Accounting Statements will be signed by the Chairman. Parish Councillors **considered and approved** the Accounting Statements for 2024-25 and was signed by the Chairman.

25.29.4 To consider and approve the Certificate of Exemption 2024-25 form 2.

Following approval the Certificate of Exemption will be signed by the Chairman and the Clerk. The Certificate of Exemption was **approved** by Councillors and signed by the Chairman and would return to the Clerk for signature.

25.29.5 For members to note the following key dates:

- Submission deadline for the signed and approved AGAR and supporting

documents is 1st July 2025. **Noted.**

- Dates for the 30-day period for the exercise of public rights will be Tuesday 24th June to Monday 4th August 2025, inclusive. Cllr Hull advised that this would be published on the website and parish noticeboards. **Noted.**

25.30 Localities. To receive an update from the Locality Steward and consider any actions needed. Drainage works carried out by a sub-contractor east of Warham Farm. They have spent a couple of days working around Breinton with a CCTV and jetting machine, attempting to locate issues with the pipework, and this is the section that required rectification. Cllr Morawiecka will follow up on this at the next meeting. It was noted that several potholes had been marked identifying them for repair and some verges had recently been cut.

25.31 Parish Footpath Officer. To receive a report from the Footpaths Officer and consider any actions. Cllr Hull advised that the stile that was in a dangerous condition on the path between Breinton and Stretton Sugwas had been reported to the Stretton Sugwas parish clerk as it was not in the parish of Breinton. It was also noted that one of the footpaths was overgrown and the vegetation need to be whacked back. Cllr Hull had received an email from a local resident advising that the access to Wyevale Wood was overgrown. It was believed that this was the responsibility of Herefordshire Wildlife Trust and Cllr **agreed** to write and ask that they cut back the overgrowth

25.32 Lengthsman. To receive a report and consider any works to be carried out. Richard Mills advised that A3 Drainage Asset Maps had been drawn up following a survey of the whole parish of drainage ditches, gullies and grips. Rurally, the parish was in a good condition but culverts had not been marked on the map. It had been observed that a lot of Kings Acre Road (within the parish) had several gulleys in poor condition with weed growth and silt. This could lead to issues with heavy rainfall/storms and properties could be at risk. In some areas the road was being eroded away in places due to flooding. In general, it was considered that the rural part of Breinton was in a much better condition than other parishes as the parish council had spent both grant money and their own money on maintenance. However, the urban areas of the parish were in poor condition regarding road surface and drainage. Cllr Hull advised that the parish council had raised concerns regarding drainage in urban areas.

Cllr Hull advised that Breinton Parish Council had adhered to their obligations as part of the funding. Following a discussion, it was agreed that the drainage on Kings Acre Road would be reported to Balfour Beatty and request a repair to the gully at Lower Breinton and Warham House.

The meeting discussed the long-term strategy if the work was not completed before the contract with Balfour Beatty ended in May 2026 as it was likely that the new contractor appointed would be on a reduced budget and the work would not be financed.

Richard Mills advised that an assessment of maintenance for next year should be undertaken with funding from the drainage and lengthsman grant money. It was suggested that cleaning of signs and cutting back vegetation around signs could be included. Cllr Hull agreed to spend a day with Richard Mills to assess what work could be included in the maintenance plan for the next year.

Cllr Hull **agreed** to write again to Warham Court Farm advising that if there was no response the matter would be reported to the enforcement officer.

Cllr Hull **agreed** to speak to Richard Morgan-Jones and Tim Bulmer regarding drainage issues with the suggestions that a taller reservoir be installed on the drain on the affected section of road. Flooding in the area was causing the road surface to break up.

25.33 Village Hall Committee. To receive a report from the Village Hall Committee and consider any actions. Cllr Lewis advised that Breinton Village Hall Management Committee AGM had been held on Monday 9 June 2025 and all Officers had been re-elected. The results of the photography competition had been announced at the AGM. The village hall management committee were still looking for volunteers to help run the village hall. A suggestion had been put forward for a kids' club at the village hall but it had been agreed unanimously that this would involve too many restrictions and the village hall committee did not have the resources at the present time. The next meeting of the village hall committee would be held on Monday 21 July 2025.

25.34 Finance:

25.34.1 To consider the below payments:

Supplier/invoice	Description	Net	VAT	Gross	Payment
Clerk's salary	May			£631.92	As per contract
Ruth Mullett Internal Audit				£200.00	
Breinton Village Hall invoice no 459				£27.00	
Breinton Village Hall invoice no 469				£36.00	

Members considered the payments listed above and **approved** for payment.

25.34.2 For members to note the following payments made between meetings:

- Richard Mills RM3773: £888.00
- Richard Mills RM3775: £1038.00
- Ionos 203047855843: £7.80
- Ionos 203048407240: £9.00
- FMS Hereford 3309: £45.42
- Service charges: £4.25

The payments were **noted** by the meeting.

25.34.3 Bank Reconciliation. Members to approve the bank reconciliation dated 11th June 2025. The bank reconciliation dated 11th June 2025 was **noted and approved**.

25.34.4 Budget Spend Members to receive and approve the budget against spend year to date totals. The budget against spend year to date totals was presented to the meeting. **Approved**.

25.35 To consider items for the next agenda.

Parish Noticeboards (Green Lane and Village Hall); plaque for bench; hydrology report; police report

Meeting closed at 8.45pm.